

**MINUTES OF REGULAR MEETING
OF
WINDFERN FOREST UTILITY DISTRICT**

June 19, 2018

The Board of Directors of Windfern Forest Utility District of Harris County, Texas, met in regular session, open to the public, at a regular meeting place inside the boundaries of the District, at the Windfern Forest Utility District Administration Building (“DAB”), 14410 Mauna Loa Lane, Houston, Texas, on June 19, 2018, and the roll was called of the duly constituted officers and members of the Board, to wit:

Eddie Mendel	President
Pat Going	Vice President
Vacant	Secretary/Treasurer
Shari North	Assistant Secretary
Karen Hlavenka	Assistant Vice President

and all of said persons were present, thus constituting a quorum.

Also present were Diane Bailey of McLennan & Associates, LP; Rebecca Olvera and Becky Brewer of B & A Municipal Tax Service, LLC; Nathan White and Wendy Rambin of TOPS; Sergeant Curry and Constable Alvarez of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; Carol Lueb of the DAB; Clark Lord and Debbie Russell of Bracewell LLP; and Ann Murphree, Jerry Casner, Ally Casner, Christa Casner, Rubi Tiller, Mari Mendez, Jennifer Haney, Jennifer Whiteman, and John Jessup, residents of the District

APPEARANCES BEFORE THE BOARD

Ms. Tiller expressed interest in the vacancy on the Board.

Mr. Jessup informed the Board of the problems that the apartments are having as a result of the odor emanating from the District’s water. The Board expressed its intention to find a permanent solution to this problem.

SECURITY REPORT

Sergeant Curry reported on security matters within the District for the month of May 2018.

APPROVE MINUTES

The Board reviewed the minutes of May 15, 2018. Following discussion, upon a motion made by Director North and seconded by Director Hlavenka, the Board voted unanimously to approve the minutes of May 15, 2018, as revised.

BOOKKEEPER'S REPORT, APPROVE PAYMENT OF BILLS AND REVIEW INVESTMENT OF DISTRICT FUNDS

Ms. Bailey presented the bookkeeper's report, a copy of which is attached to these minutes, for the period May 15, 2018 to June 19, 2018. She next reviewed the checks presented for payment, the District's investments and a comparison of actual versus budgeted revenues and expenses for the period ending May 31, 2018. Ms. Bailey then presented the monthly investment report for the period ending May 31, 2018.

Following discussion on the bookkeeper's report, upon a motion made by Director Going and seconded by Director Hlavenka, the Board voted unanimously to approve the bookkeeper's report, payment of the bills, the investment report and investment of the District's funds.

TAX ASSESSOR/COLLECTOR'S REPORT AND APPROVE PAYMENT OF BILLS

Ms. Olvera presented the tax assessor/collector's report for the month of May 2018, a copy of which is attached. She reviewed the report, stating that as of May 31, 2018, the District's 2017 taxes are 98.30% collected and the 2016 taxes are 99.61% collected. Ms. Olvera also presented the checks for payment. She then reported on the status of the two installment payment plans with delinquent tax payers. Ms. Olvera stated that the owner of one account had filed for deferral of his taxes and that Mr. Hernandez failed to make any payment on his plan and that he had been turned over to the delinquent tax attorney for collection.

Following discussion on the tax assessor/collector's report, upon a motion made by Director Hlavenka and seconded by Director North, the Board voted unanimously to approve the tax assessor/collector's report and payment of the tax bills.

DELINQUENT TAX ATTORNEY'S REPORT

There was no delinquent tax attorney report for the month.

OPERATOR'S REPORT

Mr. White presented the operator's report for May 2018, a copy of which is attached to these minutes.

Mr. White then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 98.2%.

Mr. White reported on maintenance and repairs conducted during the month.

Upon a motion made by Director Going and seconded by Director Hlavenka, the Board voted unanimously to approve the operator's report.

CONDUCT HEARING ON TERMINATION OF WATER SERVICE TO DELINQUENT WATER AND SEWER ACCOUNTS AND AUTHORIZE APPROPRIATE ACTION

The Board next considered termination of utility service to customers with delinquent accounts. Mr. White reported that the residents appearing on the termination list were given proper notice and the opportunity to be heard in order to explain, contest or correct the utility service bill and show reason why utility service should not be terminated for reason of nonpayment, all as required by the District's Rate Order and stated there were no appeals from residents.

Following discussion, a motion was made by Director Going to terminate utility service to customers with delinquent accounts. Director Hlavenka seconded the motion, which carried by unanimous vote.

ATTORNEY'S REPORT

Mr. Lord reported that the Woodwind Lakes HOA had requested changes to the License Agreement. He stated that negotiations are ongoing.

ENGINEER'S REPORT

The Board next reviewed the engineer's report, a copy of which is attached, including the following matters:

Mr. Sharkey informed the Board that final approval from TCEQ for the Air Quality Permit is expected to be issued in August 2018.

Mr. Sharkey then reported Harris County Engineering Department is expected to provide the final design plans relating to the utility conflicts on Gessner Road by October 2018.

Mr. Sharkey next reported on possible options for solving the water well no. 3 water quality issue. He stated that in his opinion Option No. 5 is the best option. Mr. Sharkey stated Option No. 5 will require the closing of two valves such that the District's water distribution system is subdivided in to two zones: a northern zone and a southern zone. Mr. Sharkey stated that water well no. 2 would serve the northern zone and water well no. 3 would serve the southern zone. He stated that the northern zone would remain on its current chloramine disinfection protocol while the southern zone would convert to a free chlorine disinfection protocol. He recommended that the Board authorize a trial run of this option for the next month to see if the odor issue can be resolved.

After discussion, Director Going moved that the Board accept the engineer's report and authorize the trial run described by the engineer. Director North seconded the motion and it carried by unanimous vote.

BUILDING OFFICE MANAGER'S REPORT

Ms. Lueb informed the Board that the insurance adjuster visited the DAB to inspect the roof. She stated that the adjuster said the entire roof should be totaled. Ms. Lueb stated that when

she receives information from the insurer about the amount to be covered under the District's policy, she will forward a copy to the Board for review prior to the next meeting.

The Board then discussed the proper trimming of the crepe myrtles on the DAB grounds.

REPORT ON MATTERS DISCUSSED AT THE MEETING OF THE WHITE OAK BAYOU JOINT POWERS BOARD

Director Mendel reported on matters discussed at the May meeting of the White Oak Bayou Joint Powers Board.

There being no further business to come before the Board, the meeting was adjourned.



Shari B. Nott
Secretary, Board of Directors

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